

Interagency Committee of State Employed Women (ICSEW)

Committee Policies and Procedures

1.04 Meeting Minutes

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2004

Date Modified: None

PURPOSE

This policy provides direction to the ICSEW Executive Secretary on procedures related to the production of meeting minutes.

INTENT

The intent of this policy is to provide clear instructions to the Executive Secretary or her designee and the ICSEW General Membership on taking, developing, and distributing ICSEW General Membership and Executive Board meeting minutes.

SCOPE

This policy applies to the Executive Secretary and the ICSEW General Membership.

POLICY

The Executive Secretary is the recording officer of the ICSEW. The Executive Secretary shall keep a record of General Membership and Executive Board meetings, stating what was done and not what was said. Meeting minutes are public record and shall be published accordingly.

PROCEDURE

A record of the proceedings is taken at all ICSEW General Membership and Executive Board meetings and are called "Minutes." The fundamentals of the record are as follows:

- The type of meeting (regular or stated, special, adjourned regular, or adjourned special).
- Committee name.
- Date and place of meeting.
- The presence or nonpresence of the ICSEW Chair and Executive Secretary, or, in their absence, the names of their designees.

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- The approval or nonapproval of previous meeting's minutes, the dates of the meetings being given when it is customary to occasionally transact business at other than the regular business meetings.
- All the main motions (except those withdrawn) and points of order and appeals, whether sustained or lost, and all other motions that were not lost or withdrawn.
- The hours of meeting and adjournment, when the meeting is solely for business. Generally the name is recorded of the member who introduced a main motion.

The Executive Secretary shall prepare and make available meeting minutes for board approval within 14 days of the event. The minutes are approved by the Executive Board by e-mail within 7 days. When approved by the Executive Board they shall be published on the ICSEW Web site and sent to the general membership. In the absence of further discussion of the minutes, they shall be deemed approved by the general membership within 72 hours of publishing.

RELEVANT LAW AND OTHER RESOURCES

Robert, General Henry M., *Robert's Rules of Order Revised*, 1996,
<http://www.constitution.org/rror/rror--00.htm>.

Zimmerman, Doris P., *Robert's Rules in Plain English*, Harper Collins, 1997.

Board Approved:
July 7, 2004